



NORTHWESTERN
UNIVERSITY

Staff
Advisory
Council

APPLICATION FOR MEMBERSHIP

NUSAC Mission Statement

NUSAC is a group of volunteer staff members appointed by the president to promote a positive work environment and serve as an advocacy group and communication channel between staff and university administration. The council represents the diverse staff of Northwestern University and collaborates with the president, senior administration, faculty, and members of the university community in our shared pursuit of excellence.

NUSAC Membership

NUSAC members are selected from a diverse pool of staff from the Evanston and Chicago campuses, various schools and areas, and exempt and non-exempt roles. There are 25 NUSAC members who bring their experience and talent to improve the work environment for all staff.

Eligibility Requirements:

- Be a regular full- or part-time staff member with at least two years of continuous service.
- Be willing to work as part of a team.
- Be available to attend monthly General Council meetings (alternating between the Chicago and Evanston campuses) and monthly meetings for one of four working committees.
- Be willing to serve a three-year term.
- Have your supervisor's approval to participate on NUSAC.

NUSAC is a volunteer organization. Members must have an agreement with their supervisors that some of their work time will be spent attending NUSAC meetings, participating in NUSAC-related events, and working on projects on behalf of NUSAC.

Time Commitment:

- Members' terms are three-year terms.
- All Council members are expected to attend monthly Council meetings (approximately 2.5 hours/month, plus travel time to meetings).
- Each member serves on and attends monthly committee meetings (approximately 2 hours/month, plus travel time).
- All Council members are expected to attend (whenever possible) the Conversations with the President and the NUSAC brown bag events on their home campus (approximately 2 hours each three times a year).
- Other work time may be needed to assist with research, publications, articles, communications, or attend other related meetings.
- Other meetings or conference calls may arise during the year as needed (approximately 2 hours/month)

The application process:

Employees interested in becoming members of NUSAC must complete an application form (attached). Applications are reviewed by current Council members. Interviews of finalists will take place in June 2011 and Council recommendations are forwarded to the university president.

More about NUSAC

Chartered by Northwestern University's president in 1973, the Northwestern University Staff Advisory Council (NUSAC) was formed to participate, assist, and advise in decision-making processes affecting the staff's relationship with the larger University community.

Core purposes in our constitution:

- Conveying staff concerns and feedback to the University administration.
- Suggesting improvements or changes on topics such as University policies and procedures, benefits, and compensation.
- Enhancing the relationship between the University staff and the administration.
- Partnering with the University administration to make Northwestern's educational community a more efficient, fulfilling, and attractive work environment.

Recent Participation in University Initiatives:

- Established NU Cares (an employee-to-employee assistance fund) in 2010
- Created "Coffee with the President" as an opportunity for staff to provide feedback to the university president
- Provided input for a new format (quarterly) for Service Excellence Recognition Luncheon
- Provided feedback on enhancements to Employee of the Year Awards and participated in selection committee
- Planned the Conversations with the President forums
- Provided feedback on University health plan and family choice restructuring
- Participated in University Committee on Evanston Campus Planning
- Provided feedback on updates to University policies and procedures

NUSAC Committees

Benefits Committee

Current Members: Kyle Delaney (Chair), Erin Cikanek, Joe Ellison, Regina Gleyzer, Jonathan Greene, Lynn Steiner

The Benefits Committee provides input to the Associate Vice President for Human Resources and the Director of Benefits on the benefit plans offered by the University. The committee advocates for staff on proposed benefit changes, offers suggestions on these changes, and brings issues of concern regarding benefit policies and procedures to the attention of the administration.

Communications Committee

Current Members: Erinn Odell (Chair), Susan Corwith, Susan Fox, Tracey Gibson-Jackson, Steven Lee, Bianca Ramirez

The Communications Committee is responsible for NUSAC publicity. The Committee keeps University staff, faculty, and administration aware of our activities by publishing the NUSAC newsletter, publishing monthly "NUSAC in Action" tips for the university community, publicizing all NUSAC events (e.g., brown bags, Conversations with the President), and maintaining the NUSAC website.

Human Resources Committee

Current Members: Jennifer Malloy (Chair), Dauphine Gregory, Megan Mason, Rosie Miles-Jamison, Tasha Shelton, Vera Shively

The Human Resources Committee works directly with the Associate Vice President for Human Resources to provide staff input on proposed policy and procedure changes, and stays informed about upcoming HR issues that may affect staff.

Outreach Committee

Current Members: Elizabeth Rauch (Chair), Timothy Gordon, Margaret Mersch, Megan Mitchell, George Nejme, Patricia Rodriguez

The Outreach Committee networks with the entire university community (staff, faculty, students, and administration) on various events to promote community unity and create a positive and socially engaged work environment.

For more information, please visit the NUSAC web site at <http://www.northwestern.edu/nusac/>

NUSAC MEMBERSHIP APPLICATION FOR 2011-2014

Please fill out application and submit to NUSAC Secretary, [Bianca Ramirez](#) by clicking on Submit Form, by **May 31, 2011**. Bianca will confirm that your application is received and contact you shortly after the deadline to schedule an interview. If you have any questions about the process, please contact Lynn Steiner, NUSAC Chair at lynn-steiner@northwestern.edu, or Vice Chair, Kyle Delaney at k-delaney@northwestern.edu. Please visit our website for more information: www.northwestern.edu/nusac/

Please write on the back or attach an extra sheet if you need more room.

Name: _____

Department: _____ Email: _____@northwestern.edu

Job Title: _____ Are You **Exempt** or **Non-Exempt** ?

Campus Address: _____

Campus Phone: _____ Approximate Start Date at NU: _____

1. Why are you interested in serving on NUSAC?

2. What experience have you had working with a team or group? Please describe this experience.

3. Have you served on a volunteer committee before, at work or in your community? Yes No

Tell us about your experience:

4. What do you think is currently the most important staff issue on campus right now and why?

Applicant's Signature (Click the check box to indicate you are signing the application)

Supervisor Name (Please print)

Supervisor's Approval (Click the check box to indicate your are signing the application): I approve this employee's participation in NUSAC and understand that work time will be spent attending NUSAC meetings, presentations and functions, and working on projects on behalf of NUSAC. This includes meetings and occasional events at least twice per month on alternating campuses, for approximately 10 hours/month, though at times more time might be required.

Supervisor Email: _____@northwestern.edu

Supervisor Dept.: _____ Supervisor Phone: _____

Bianca Ramirez
NUSAC Secretary
International and Area Studies
Weinberg College
2010 Sheridan Rd
Evanston CAMPUS